



STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR

INFORMATIONAL LETTER NO. 1004

DATE: April 26, 2011

TO: All Iowa Medicaid Providers

ISSUED BY: Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

RE: Annual Provider Training 2011

The Iowa Medicaid Enterprise (IME) would like to invite all Iowa Medicaid providers to the Annual Provider Training sessions. Based on increasing provider interest and success last year, the IME is pleased to offer sessions in 16 different communities throughout the state.

This year each location will offer five distinct training modules. Each training module will be presented **once** per site over a two day period.

1. **General Medicaid Policies and Procedures:** An overview of the Medicaid program. This is intended to familiarize new providers with the program policies and emphasize the billing changes within the last year. These sessions will cover the following topics:
 - General Medicaid policies
 - Billing information and forms
 - Recent and upcoming changes affecting providers
 - General questions and answers
2. **Documentation Standards:** This is a review of the Iowa Administrative Code (IAC) Chapters 79.3 and 79.4. This information is important to all provider types, as we discuss the documentation required by the Iowa Administrative Code. *Please note as the IAC remains constant, this training maintains the same information and intent as previous years.*
3. **Health Information Technology (HIT):** An overview and update of the Electronic Health Records (EHR) Incentive Payment Program allowing for incentive payments for Medicaid eligible professionals and hospitals for the adoption and meaningful use of certified electronic health records launched on January 3, 2011. This session will also include an overview of plans to promote health information technology and the benefits of using EHR technology for both providers and patients.
4. **Case Management and Targeted Case Management:** New this year, we will incorporate Targeted Case Management (TCM) and Case Management (CM) as an all day concentrated training to guide case managers and service workers (SW) in coordinating Home and Community Based Services (HCBS) with the IME. This is intended to guide the TCM/CM/SW in their role within the waiver programs. The training will address the IME's expectations of the TCM/CM/SW. TCM/CM/SW are

invited to make this a full day session composed of the Case Management training module in the morning and the Consumer Directed Attendant Care (CDAC) module in the afternoon.

- 5. Individual CDAC:** A review of all aspects of the CDAC program. The training will focus on understanding the CDAC Agreement, completing the Claim for Targeted Medical Care form, and the CDAC Daily Service Record.

Registration: Once again the IME is using an online registration tool to prevent over booking of the training sessions, and to simplify the sign-in process at each venue. Each individual training session will have its own registration form.

- If you are unable to complete the online registration form because you do not have internet access, please call Provider Services and a representative will complete a form on your behalf.
- If you are unable to register because a session is fully booked, contact Provider Services and we will try to get you into a different session.
- Each attendee must register for each session. If you plan to attend General Policies and Procedures in the morning and Documentation Standards in the afternoon, then you must complete **two** (2) registration forms.

Please plan on attending your selected session(s). You will only be contacted by the IME if we are unable to accommodate your request (s). Actual session end times will depend on the needs of that particular session. Time frames are an estimate, so please plan accordingly. There is no cost to attend these sessions.

How to Register

Listed on the following pages are the dates, times, and locations of the Annual Training 2011 sessions. All providers are welcome to attend both morning and afternoon sessions. Please go to our website and complete the online Annual Training Registration Form. The link is below.

<http://www.ime.state.ia.us/Providers/ATRegistration.html>

Site Information: Listed below are the dates, times, and locations of the Annual Training 2011 sessions.

DAILY SCHEDULE

Day	9:00 AM-12:00 PM	1:00 PM-2:45 PM	3:00-4:30 PM
Monday	General Policies & Procedures	Documentation Standards	Health Information Technology
Tuesday	Case Management	Individual CDAC	
Wednesday	General Policies & Procedures	Documentation Standards	Health Information Technology
Thursday	Case Management	Individual CDAC	

LOCATION SCHEDULE

Venue	Dates	Address/Location	Additional Information
Council Bluffs	June 6 & 7	Iowa Western Community College 2700 College Rd	Visitor Parking Auditorium Loft Hall
Creston	June 8 & 9	Pizza Ranch 520 Livingston Ave. Ste A	Park in West Lot; off Hwy 25. Conference Rooms
Sioux City	June 13 & 14	Western Iowa Tech Community College 4647 Stone Ave	Parking: Lot 4-Entrance 14 Auditorium (Cargill D103)
Spencer	June 15 & 16	Pizza Ranch 528 Grand Ave	Park in back of restaurant North Conference Room
Fort Dodge	June 20 & 21	Iowa Central Community College 1 Triton Circle	Visitor Parking Career Education Building Room 108/110
Marshalltown	June 22 & 23	Iowa Valley Community College 3702 S. Center	Visitor Parking Room 608/610
Ottumwa	July 11 & 12	Indian Hills Community College 623 Indian Hills Dr	Parking in West Lot-Visitor. Room 121/122 (Advanced Technology Building)
West Burlington	July 13 & 14	Memorial Auditorium 200 Front St.	Parking-where available Banquet Room A
Waterloo	July 18 & 19	Hawkeye Community College 1501 E. Orange Rd	Visitor Parking Tama Hall Room 107A
Decorah	July 20 & 21	Luther College 700 College Drive	Parking behind building. Room 102
Mason City	July 25 & 26	North Iowa Area Community College 500 College Drive	Parking on West side of campus. Room 206C

Bettendorf	August 1 & 2	Scott Community College 500 Belmont Rd	Visitor Parking-Entrance 4-Lot D Room: Student Life Center
Carroll	August 3 & 4	City Hall 112 E 5th St. Located behind Courthouse	Parking in both lots on either side of building. Room: Council Chambers
Coralville	August 15 & 16	Coralville Public Library 1401 5th Street, Coralville	Lower level parking- downstairs Meeting Rooms A&B
Dubuque	August 17 & 18	Northeast Iowa Community 680 Main St.	Parking Ramps or Meters Room 106 A&B
Des Moines	August 22-25	Wallace Building 502 E. 9th St.	Parking in Ramps down the street or Visitor Lots. Room: Main Auditorium

If you have any questions, please contact the IME Provider Services Unit, 1-800-338-7909, locally 515-256-4609 or by e-mail at imeproviderservices@dhs.state.ia.us.